

COMPETENCY CHECKLIST
Condensed

Job Placement Specialist Name _____

District _____

Scheduled Meetings:

1. Counselor (new referral)
2. Counselor (plan development)
3. Counselor (eligibility)
4. Assistant
5. Rehab Tech
6. CMS Specialist
7. JP Staff
8. JP Staff
9. JP Staff
10. OET Staff

Competency

Date Completed

SET TRAINING

1. ☐ Basic VR Knowledge
2. ☐ Case closure
3. ☐ Confidentiality and Ethics/HIPPA
4. ☐ Eligibility
5. ☐ Expanded Definition Intensive VR Services
6. ☐ Guidance and Counseling/JP Role vs. Counselor Role
7. ☐ Plan Development
8. ☐ Purpose of Vocational Rehabilitation
9. ☐ Rehabilitation Technology re J P
10. ☐ Services

SPECIFIC JOB DUTIES

11. ☐ Accessibility Surveys
12. ☐ Computer Skills
13. ☐ Disability Awareness and Sensitivity

14. ☐ Employ KY Operating System _____
15. ☐ Employer Services _____
16. ☐ Ex-Offender Employment _____
17. ☐ Job Development/Placement/Retention/Follow-up _____
18. ☐ Job Placement Documentation _____
19. ☐ Job Placement Manual _____
20. ☐ Job Readiness Knowledge _____
21. ☐ Job Seeking Skills _____
22. ☐ Job Readiness Skills _____
23. ☐ On the Job Training _____
24. ☐ Preparing Adults for Competitive Employment _____
25. ☐ Presentation Skills & Marketing _____
26. ☐ Rapid Response _____
27. ☐ Referrals to Job Placement _____
28. ☐ Resource Labs _____
29. ☐ Résumé Development _____

RESOURCES

30. ☐ ADA _____
31. ☐ Federal Jobs _____
32. ☐ Forms _____
33. ☐ Job Search on Line _____
34. ☐ Office of Employment and Training _____
35. ☐ Older Workers _____
36. ☐ Resource Labs _____
37. ☐ SS Employment Networking Handbook _____
38. ☐ SSI/SSDI Benefits _____

39. ☐ State Government Employment

40. ☐ Tax Credits

Employee Signature

Date

Branch Manager Signature

Date